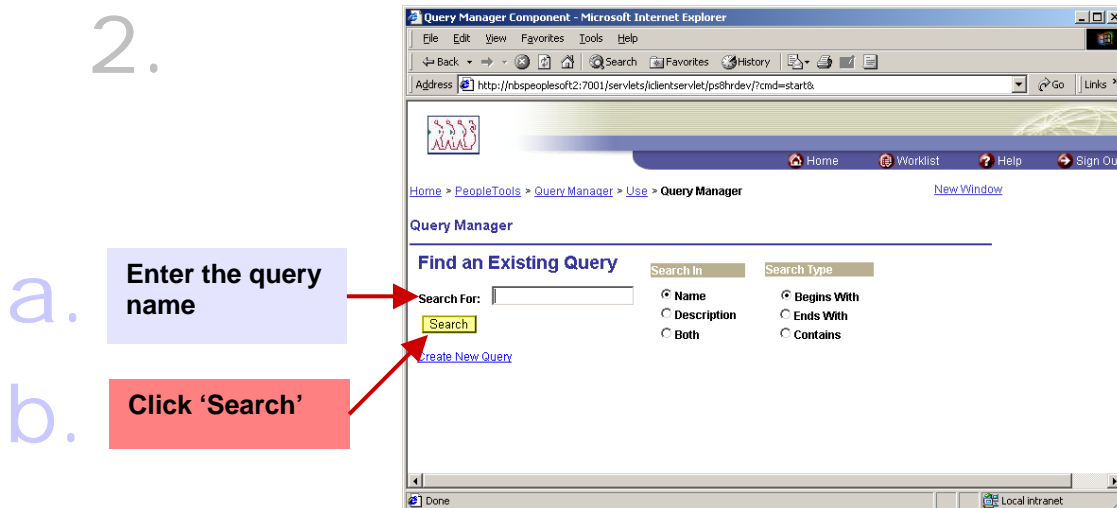


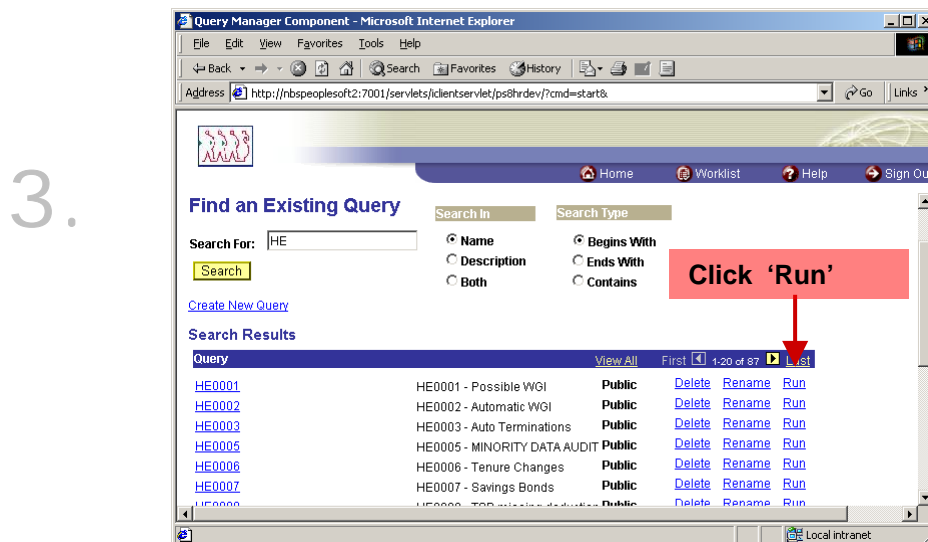
Public Queries / Reports

How to Run a Public Query / Report

1. To run a public query, go to: Home > PeopleTools > Query Manager > Use > Query Manager
2. Search for a query
 - a. Type in the exact name of the query (*a full listing of available queries begins on Page 3*) or enter the first few letters of the query name
 - b. Click the Search button



3. To run the query, select "Run" on the right hand side of the query name



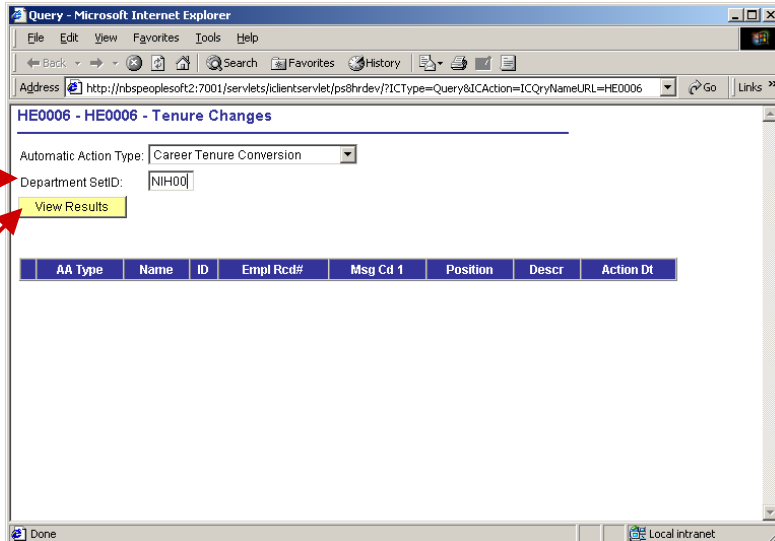
Public Queries / Reports

4. Enter the parameters for which you would like the report to run (i.e. beginning and end dates, etc.).
 - a. If one of the lines asks for Department Set ID, enter "NIH00"
 - b. Click the View Results button

4.

a. Enter 'NIH00'

b. Click 'View Results'



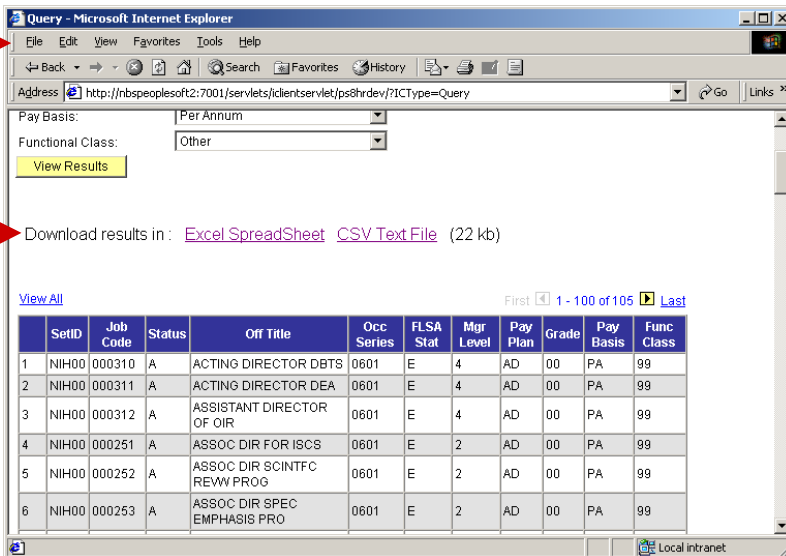
5. To download the HTML file to Excel
 - a. Select Download results in: Excel SpreadSheet and the results will display in a table
 - b. You must save the results in Excel, by selecting **File > Save As**, and type in the report name you would like to save it under*

** Under the new title, make sure that you select 'Save as Type' and choose **MS Excel** from the drop-down list*

5.

b. Select File > Save as > Save as Type > MS Excel

a. Click on 'Excel Spreadsheet'



	SetID	Job Code	Status	Off Title	Occ Series	FLSA Stat	Mgr Level	Pay Plan	Grade	Pay Basis	Func Class
1	NIH00	000310	A	ACTING DIRECTOR DBTS	0601	E	4	AD	00	PA	99
2	NIH00	000311	A	ACTING DIRECTOR DEA	0601	E	4	AD	00	PA	99
3	NIH00	000312	A	ASSISTANT DIRECTOR OF OIR	0601	E	4	AD	00	PA	99
4	NIH00	000251	A	ASSOC DIR FOR ISCS	0601	E	2	AD	00	PA	99
5	NIH00	000252	A	ASSOC DIR SCINTFC REWW PROG	0601	E	2	AD	00	PA	99
6	NIH00	000253	A	ASSOC DIR SPEC EMPHASIS PRO	0601	E	2	AD	00	PA	99



EHRP Job Aid

<http://ehr.od.nih.gov/ehrp>

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Public Queries / Reports

**You can find a complete listing of
EHRP Queries / Reports
on the HHS EHRP website at:**

http://www.psc.gov/hrs/ehrp/news/publicqueries_revised012104.html